

Vendor Questions from the Procurement Consulting Services RFP Pre-Proposal Conference

1. Q: What types of procurement documentation are you expecting to receive as deliverables to the task orders?
A: Deliverables will consist of electronic documents, editing of Administration documents and verbal or written advice and recommendations.
2. Q: What percentage of the work are you anticipating will need to be completed on site?
A: The Administration does not anticipate that a large percentage of the work will need to be completed on site. A non-binding estimate would be 10%.
3. Q: In reviewing the ATTACHMENT F - NON-DISCLOSURE AGREEMENT, the second whereas states, "WHEREAS, in order for the Offeror to submit such a proposal, it will be necessary for the State to provide the Offeror with access to certain confidential information (collectively, the "Confidential Information")." and the third paragraph requires us to acknowledge receipt of such information. Is there confidential information that we must access prior to an offer submission? If yes, how do we arrange for obtaining this information? If not, will the State delete the requirement for Attachment F and its sub-sets?
A: There is no confidential information that offerors need to access prior to submitting their proposals. The State will issue an amendment removing the paragraph.
4. Q: In reviewing Attachment G - Conflict of Interest (COI), it seems that the State is requiring its submission with a proposal. Typically Section 1 of the RFP which normally explains the COI Affidavit is silent on the requirement. Also, there is no submission requirement for the COI Affidavit in Section 4. The only place that mentions it is the RFP Attachment G and Attachment G is only the affidavit itself without any requirement to submit it. One could conclude that the affidavit is not required. Is this affidavit required? If the answer is no, will the State delete this attachment?
A: The affidavit is required. Per COMAR 21.05.08.08, a bidder or offeror responding to a solicitation that will result in the selection of a contractor who will assist a unit in the formation, evaluation, selection, award, or execution of another State contract shall provide the affidavit.
5. Q: Is this an existing contract? If so, who is the incumbent?
A: It is an existing contract. The incumbent is Procurement Services Consulting LLC (PSC)
6. Q: What is the dollar amount of the existing contract? What is the Contract Number?
A: The dollar amount is not to exceed \$25K. The Contract Number is 2010-01-121FA.
7. Q: Was the existing contract put out for bid?
A: No, it was a sole source procurement.
8. Q: When will the current contract expire?
A: The current contract will expire 6/30/2012 or earlier if the funds are spent.

9. Q: Will the current contract and the new contract overlap?
A: They will not.
10. Q: What is the anticipated award date for the new contract?
A: Anticipated award contract date is July 2011. The contract term will begin on 1 July 2012 with the possibility of an accelerated start with 90 day advanced notice to the awardee.
11. Q: Will you consider grouping several procurement companies using a “blanket purchase agreement” so that several vendors can provide solutions to a broad range of tasks?
A: No, work will not be divided. This is a single solicitation.
12. Q: Can an alternate payment be used (i.e. credit card) for each Task Order?
A: No.
13. Q: Will you consider using a Request for Information (RFI) to provide the industry with response samples?
A: Not at this time.
14. Q: How will the Task Orders be assigned?
A: The awardee will receive a written notice to proceed from the Contract Manager prior to commencing work. The awardee may not proceed with the Task Order until written notice from the Contract Manager to proceed. Written notice may take the form of a signature of approval on a submitted Task Order cost estimate or separate written correspondence including, but not limited to, email.
15. Q: Can you provide historical information regarding the volume and frequency of Task Orders?
A: The volume and frequency of Task Orders for this contract will depend solely upon the Administration’s needs as they arise. The Administration will utilize the contractor for their expertise and advice in procurement matters on an as needed basis. Therefore, any historical information on the volume and frequency of Task Orders for past contracts is not indicative of any expected volume and frequency of Task Orders for this contract.
16. Q: Will you allow for multiple rate labor rates?
A: No. This is a single hourly rate, single labor category contract.
17. Q: Will winning this contract preclude the vendor from bidding on any other related Administration contract?
A: That possibility exists as it could be considered a potential conflict of interest.
18. Q: Will you require resumes all personnel involved in this contract?
A: Yes; strength of experience is considered to be a critical factor in award determination.
19. Q: Can you estimate the limits on the potential annual value of the contract resulting from this award?
A: No; we cannot provide such an estimate.
20. Q: Do you anticipate the value of the contract to be larger than \$25?

A: That possibility certainly exists hence the formal RFP/proposal process.